

Class Code 4501/Exempt
Position Title Manager
Working Area Parks & Recreation
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Administrative and supervisory work directing a comprehensive parks and recreation program, and maintenance programs for parks, grounds and facilities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plan, coordinate and direct the work activities of assigned personnel in the areas of park development, park maintenance and recreation programming. Initiate and/or review for final approval by the Department Director all hiring, performance evaluations, terminations, disciplinary and/or commendatory actions for personnel assigned to the Parks and Recreation Division. Provide training and safety programs for assigned personnel. Research, prepare, and review proposals and recommend improvements in division services to match growth of community needs. Prepare division budget for approval, monitor and approve division's expenditures. Coordinate the purchasing and timely delivery of a wide range of products and services which include supplies, services, and equipment. Perform public relations and other informational type duties for the public, voluntary community agencies, and the Parks and Recreation Advisory Board on parks and recreation services. Serve as liaison officer with State and Federal agencies for grant purposes. Coordinate the preparation of applications for State and Federal Grants as assigned. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Extensive knowledge of the principles and practices of public administration and recreation management. Considerable knowledge of State and Federal grants and programs. Knowledge of the function, design, and maintenance of grounds, parks, facilities, and recreation areas. Knowledge of the various activities that comprise a community recreation program. Ability to coordinate programs and work with County Officials, advisory committees and citizens. Ability to make decisions and implement policy. Ability to communicate effectively both orally and in writing. Ability to organize and schedule work to meet priorities. This position is exempt from Veteran's Preference. This position is an appointed service Classification.

Education

Bachelor's Degree in Recreation, Leisure Services or a closely related field and four (4) years' progressively responsible experience in parks and recreation administration and supervision. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a combination of general office and fieldwork. Most of the office duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged standing and walking. This position has regular exposure to radiant and electrical energy found in an office environment.